

OFFICE OF INSTRUCTIONAL ENHANCEMENT AND INTERNAL OPERATIONS
Summary of State Board of Education Agenda Items
August 19-20, 2010

OFFICE OF HEALTHY SCHOOLS

Office of Child Nutrition

Approval to revise State Board Policy 2001 – Administrators

EXECUTIVE SUMMARY

State Board Policy 2001 was adopted in April of 1991. This policy created educational standards for food service staff in the public school districts starting with the 1992-1993 school year.

The requested recommendation updates terminology and increases the provisional status from one to two years. This requested recommendation will allow us to recruit and retain a more competent food service staff.

The National School Lunch Program and the School Breakfast Program play key roles in supporting the nutrition and health of school children in the United States by providing nutritionally balanced, low-cost or free lunches each school day. While school meals must meet standards established in 1995, advances have been made in dietary guidance in the years since. To meet these challenges, food service staff must have the knowledge, skills and abilities to sustain these advances.

Note: Proposed language is underlined in bold. Current Language is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

Mississippi Department of Education

DESCRIPTOR TERM: Administrators	CODE: 2001
ADOPTION DATE: April 19, 1991	REVISION:

STATE BOARD POLICY

In order to provide a menu planning system that ensures the food served at school meets the nutrition objectives for the nation as outlined in the current *Dietary Guidelines for Americans*, and the *Healthy People 2020* objectives, the Mississippi Department of Education is authorized to create the following educational standards for food service staff in all schools participating in the National School Lunch Program:

Food Service Program Manager
Food Service Satellite Manager
Food Service Administrator I
Food Service Administrator II
Food Service Administrator III
Food Service Administrator IV

Qualifications

The following qualifications shall be established:

Food Service Program Manager:

a high school diploma or equivalent

Food Service Satellite Manager:

a high school diploma or equivalent

Food Service Administrator I:

a high school diploma, six (6) college level hours of food and nutrition or food systems management, and six (6) college level hours of educational administration, business, management, or accounting.

Food Service Administrator II:

a baccalaureate degree from an accredited four year college or university including a minimum of nine (9) hours food and nutrition or food systems management, and six hours of educational administration, business, management or accounting.

Food Service Administrator III:

a master's degree from an accredited four year college or university including a minimum of twelve (12) hours food and nutrition or food systems management, and six (6) hours of educational administration, business, management or accounting.

Food Service Administrator IV:

a specialist or doctorate degree from an accredited four year college or university including a minimum of 15 hours of food and nutrition or food systems management, and nine (9) hours of educational administration, business, management, or accounting.

Administration

This process shall be administered through the Mississippi Department of Education, Office of Child Nutrition.

Process

The process shall be as follows:

Food Service Program or Satellite Manager

Any newly appointed Food Service Manager employed after July 1, 1992, shall meet the minimum qualifications of the Food Service Manager. In the event a special need arises and written justification is submitted, a two year provisional certificate may be granted. The minimum qualifications must be met within the first twenty-four (24) months of employment.

Food Service Administrator

Any newly appointed Food Service Administrator employed after July 1, 1992, shall meet the minimum qualifications for a Level II Food Service Administrator. In the event a special need arises the superintendent of the local district may request a two year provisional certificate for an individual. In order for an individual to obtain this provisional certificate, proof must be provided that the minimum qualifications can be met within twenty-four (24) months of employment.

Continuing Training

The continuing training requirements passed by the State Board of Education in 1953 shall remain in place. In summary, that policy requires that Managers and Food Service Administrators attend a twenty-four (24) clock-hour course during the first year of employment and complete an additional twenty-four (24) clock-hours course every three years. The twenty-four clock-hours are obtained by attending a course designed by the Office of Child Nutrition based on current program needs.

Rule and Regulation Authority

The State Department of Education is authorized to promulgate rules and regulations necessary to implement this policy.

Mississippi Department of Education

DESCRIPTOR TERM: Administrators	CODE: 2001
ADOPTION DATE: April 19, 1991	REVISION:

STATE BOARD POLICY

In order to provide a menu planning system that ensures the food served at school meets the nutrition objectives for the nation as outlined in the current Dietary Guidelines for Americans, as revised November, 1990, and the Healthy People 2020 objectives, the **State Mississippi** Department of Education is authorized to create the following educational standards for food service staff in all schools participating in the National School Lunch Program: beginning with the 1992-93 school year:

Building-Level Food Service Program Manager

Food Service Satellite Manager

Food Service Administrator I

Food Service Administrator II

Food Service Administrator III

Food Service Administrator IV

Qualifications

The following qualifications shall be established:

Building-Level Food Service Program Manager:

a high school diploma or equivalent

Food Service Satellite Manager:

a high school diploma or equivalent

Food Service Administrator I:

a high school diploma, six (6) college level hours of food and nutrition or food systems management, and six (6) college level hours of educational administration, business, management, or accounting.

Food Service Administrator II:

a baccalaureate degree from an accredited four year college or university including a minimum of nine (9) hours food and nutrition or food systems management, and six hours ~~of~~ of educational administration, business, management or accounting.

Food Service Administrator III:

a master's degree from an accredited four year college or university including a minimum of twelve (12) hours food and nutrition or food systems management, and six (6) hours of educational administration, business, management or accounting.

Food Service Administrator IV:

a specialist or doctorate degree from an accredited four year college or university including a minimum of 15 hours of food and nutrition or food systems management, and nine (9) hours of educational administration, business, management, or accounting.

Administration

This process shall be administered through the **State Mississippi** Department of Education, **Bureau Office** of Child Nutrition.

~~Initial Process~~

The ~~implementation~~ process shall be as follows:

Building-Level Food Service Program or Satellite Manager

~~Any building level manager who has been satisfactorily performing in that position, as June 30, 1992, and does not meet the minimum qualifications for that position will be granted a provisional certificate upon the recommendation of the local Superintendent of Education. An incumbent will be required to meet the minimum requirements prior to July 1, 1996.~~

Any newly appointed **Building-Level Food Service** Manager employed after July 1, 1992, shall meet the minimum ~~requirements~~ qualifications of the **Building-Level Food Service** Manager. In the event a special need arises and written justification is submitted, a ~~one~~ two year provisional certificate may be granted. The minimum ~~requirements~~ qualifications must be met within the first ~~twelve~~ twenty-four (24) months of employment.

Food Service Administrator

~~Any Food Service Administrator who has been satisfactorily performing in that position on or before June 30, 1992, and does not meet the minimum requirements for Level I certification will be approved as Food Service Administrator Level I upon the recommendation of the local Superintendent of Education. An incumbent will be required to complete the specified course work by July 1, 1996.~~

Any newly appointed Food Service Administrator employed after July 1, 1992, shall meet the minimum ~~requirements~~ qualifications for a Level II Food Service Administrator. In the event a special need arises the superintendent of the local district may request a ~~one~~ two year provisional certificate for an individual. In order for an individual to obtain this provisional certificate, proof must be provided that the minimum ~~requirements~~ qualifications can be met within ~~twelve~~ (12)

twenty-four (24) months of employment.

Continuing Training

The continuing training requirements passed by the State Board of Education in 1953 shall remain in place. In summary, that policy requires that **~~Building Level~~ Food Service Program** Managers and Food Service Administrators attend a twenty-four (24) clock-hour course during the first year of employment and complete an additional twenty-four (24) clock-hours **course** every three years. The twenty-four clock-hours are obtained by attending a course designed by the **~~Bureau~~ Office** of Child Nutrition based on current program needs.

Rule and Regulation Authority

The State Department of Education is authorized to promulgate rules and regulations necessary to implement this policy.